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Info : Chief, Classification & Wage Division, Personnel
Assistant Director for Operations
Chief, Foreign Documents Division

5 November 1952

Reclassification of Positions

25X1 REFER : CIA

1. It is requested that the ☐ GS-3 Clerk Typist positions in the Composition and Layout Section, Reports Branch, FDD be reclassified to GS-4 Clerks (Typing and Proofreading). It is further requested that the ☐ GS-4 Editorial Clerk (Proofreading) positions in the same section be retitled also to read Clerks (Typing and Proofreading).

25X1A

2. The above request is made for the following reasons:

a. To raise the level of these typists due to the nature of their particular duties. The typing in these positions requires more highly qualified typists, using electronic typewriters, where the typing is more exacting than the typing done by the GS-3 Clerk Typists in the other branches of FDD.

b. These typists work on the final FDD product, typing onto paper plates (duplimat), stencils, etc. the finished report of the Division as it is finally disseminated to consumer offices of CIA and the IAC agencies.

3. The requested reclassification would also have the following advantages to the operation of this Division:

a. It would help in the recruitment for these positions since, according to the Clerical Placement Branch, GS-3 Clerk Typists are becoming more scarce because of private industry competition.

b. It would provide an opportunity for advancement for those typists coming in as GS-3s who become quickly dissatisfied when they find that there is no immediate possibility for advancement.

c. It would eliminate the costly overtime now being performed by the typists now on duty since GS-4s would be easier to recruit.

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d. Making the duties interchangeable would provide for rotation in duties to alleviate to some extent the discontent arising from the monotony of constant typing.

e. It would provide an incentive for those GS-3 typists in the other branches of FDD to increase their typing and accuracy so that they might transfer to this more exacting work and increase their chances for advancement.

4. Attached is the suggested job description for establishing these interchangeable duties.

J. J. GALLAGHER

Encl:

Suggested Job Description for
Clerk (Typing & Proofreading)

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Standard Form 75A February 1946		Approved For Release 2003/12/04 : CIA-RDP81-00706R000200120011-2		1. Check one: <input checked="" type="checkbox"/> Dept. <input type="checkbox"/> Field		2. Official headquarters <input checked="" type="checkbox"/> <input type="checkbox"/> Branch		Agency position No.				
UNITED STATES CIVIL SERVICE COMMISSION POSITION DESCRIPTION				3. Reason for submission: (a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number				5. C. S. C. certification No.				
				(b) Other (specify)				6. Date of certification				
8. CLASSIFICATION ACTION				7. Date received from C. S. C.								
ALLOCATION BY		CLASS TITLE OF POSITION			CLASS			INITIALS		DATE		
a. Civil Service Commission					Service			Series			Grade	
b. Department, agency, or establishment		Chief (Typing and Proofreading)										
c. Bureau												
d. Field office												
e. Recommended by initiating office												
9. Organizational title or position (if any)						10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)						
11. Department, agency, or establishment Department of Defense						c. Third subdivision General Staff						
a. First subdivision 1st Air Force						d. Fourth subdivision Headquarters, 1st Air Force						
b. Second subdivision Headquarters, 1st Air Force						e. Fifth subdivision						
12. This is a complete and accurate description of the duties and responsibilities of my position						13. This is a complete and accurate description of the duties and responsibilities of this position						
(Signature of employee)						(Signature of immediate supervisor)						
(Date)						(Date)						
14. Certification by head of bureau, division, field office, or designated representative						15. Certification by department, agency, or establishment						
(Signature)						(Signature)						
(Date)						(Date)						
Title:						Title:						
16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)												
<p>Under general supervision, serves as proofreader and/or typist, as required, with responsibility for performing close and detailed proofreading or typing of intelligence information reports, including translations, summaries, abstracts, compilations of intelligence reports, illustrative and explanatory maps, charts, tables, graphs, schematic diagrams, and other technical or non-technical material. Exercises a knowledge of approved editorial style, publication standards, and familiarity with technical terminology, foreign phraseology, and letters and characters not generic to the alphabets of English and related languages. These materials are proofread prior to their release for final reproduction and dissemination to other CIA offices, the participating members of the IAC, and other agencies as required.</p> <p>As a typist, receives assigned projects consisting of rough copy of translations of documentary material from 54 foreign languages into English for typing onto paper plates (IMPLINAT), stencils, or bond paper for direct photography, for reproduction of final copy, being responsible for proper transposition of the edited copy into suitable form to ensure adequate reproduction of the material.</p>												
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is called upon to type a variety of technical information including formulas, equations, foreign words or phrases, foreign proper names or place names, being responsible for proper syllabication of foreign words and expressions or transliterations of same, and for inserting to hand any foreign letters or symbols which cannot be reproduced on the typewriter.

As proofreader, compares edited copy material against typewritten pasteups or stencils in order to ensure adherence of finished material to approved editorial style and format of presentation into English or translations from many foreign languages. Compares languages of exotic alphabets or syllabaries, as they occur in Romanized form in references, titles, explanatory words or phrases, and in mathematical formulas and equations. Proofreads drafted maps and drawings by comparing with rough draft copy or foreign-language original copy, checking for accuracy of legends, symbols, spellings, scales, directional arrows, and inclusion and accuracy of topographic, geographic and place names. Checks same against keyed listings.

Uses proofreading symbols to indicate required corrections, consulting with supervisors, typists and illustrator as necessary. Corrects errors such as failure to follow editorial markings, faulty spacing, transpositions, and discrepancies with respect to original text. Consults with supervisors in regard to departures from approved forms and editorial style found in editing.

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